

Shoshone Municipal Water Joint Powers Board

Board Proceedings

Monday, November 13, 2023 - 10:00 A.M.

The regular meeting of the Shoshone Municipal Water Joint Powers Board was held on November 13, 2023 at its water treatment plant in Cody, Wyoming.

PRESENT: Chairman Jim Mentock, Vice Chairman Bryan Lee, Secretary Craig Sorenson, Treasurer J.R. Gonzales, Don Richards, Roy Holm, and Tim Sapp

ABSENT: none

OTHERS PRESENT: Craig Barsness, Manager (via phone); Dexter Woodis, Assistant Manager; Chad Bolken, Chief Pipeline Operator; Lynn Foote, Administrative Assistant

Chairman Mentock called the meeting to order at 10:00 a.m.

Minutes

Chairman Mentock requested approval of the October 9, 2023 board meeting minutes. Craig Sorenson made a motion to approve the October 9, 2023 board meeting minutes with the suggested correction of changing the wording in the Hiring Bonus agenda item. Second by Don Richards. AYE: Board Members Lee, Sorenson, Richards, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Chairman Mentock requested approval of the October 9, 2023 executive session minutes. Don Richards made a motion to approve the October 9, 2023 executive session minutes as presented. Second by Craig Sorenson. AYE: Board Members Lee, Sorenson, Richards, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Bills

Chairman Mentock requested approval of the November 13, 2023 bills totaling \$45,705.36. There was a brief discussion regarding the bills. Bryan Lee made a motion to approve the November 13, 2023 bills as listed. Second by Tim Sapp. AYE: Board Members Lee, Sorenson, Richards, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Public Comments

There were no public comments.

SMP Master Plan

Dexter Woodis attended a meeting in Casper on November 8, 2023 where all level one master plan studies were funded. The money should be available in April to start on the project.

ARPA (SLIB) grant request

Craig Barsness and Dexter Woodis attended individual meetings with Governor Mark Gordon, Secretary of State Chuck Grey, Auditor Kristi Racines, and Superintendent of Public Instruction Megan Degenfelder on November 1, 2023 to discuss the grant request. They then attended the SLIB meeting to discuss all of the grant requests on November 2, 2023. SMP's grant request was fully funded, and the project must be completed by December 31, 2026.

The Board requested a letter be sent to the Town of Lovell indicating they have no liability in the project as the project sponsor. Bryan Lee made a motion to approve a letter to be sent to the Town of Lovell and to authorize the Chairman and the Secretary to sign the engineering agreement with Engineering Associates of Cody and the SLIB grant agreement after both are approved by SMP's attorney. Second by Roy Holm. AYE: Board Members Lee, Sorenson, Richards, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

LDS Temple site pipeline protection

The LDS church is still planning on building a temple on Skyline Drive with the entrance road being placed over our pipeline. They have yet to respond to or sign our agreement sent in August stating they would be responsible for all cost associated with protecting the pipeline.

Chief Plant Operator's Report

- The Chief Plant Operator was absent. The Assistant Manager reported that things are running well and presented an overview of the Monthly Production Summary report.
- Production for October was down 31% from September due to fall weather. October water usage was up 1.59% from last year.
- Chemical costs for October were down 13% from September, but were up 18.16% from last October.
- The new hypochlorite tank was installed last month.
- The bi-annual floc-sed basin cleaning is taking place this week. It was delayed from last month, so the new hires could be here for the process.
- Two new hires: Donnie Hokanson is a new Operator II, and Kevin Welty is a new Operator-in-Training.

Chief Pipeline Operator's Report

- Chad Bolken is the new Chief Pipeline Operator as of November 1, 2023, and he is still operating every few weeks to fill in the gaps as needed.
- The pipeline is running smooth with winter flows.
- Working on winterizing the pipeline and servicing blow offs. Would like to finish pumping the vaults before the deep cold hits.
- A bore was attempted near our line by Sage Creek, but it is now postponed until next year.

Manager's Report

- WYO-STAR interest for October has not been posted yet. WYO-STAR I interest for September was 4.324%. WYO-STAR II interest for September was 1.148%.
- Water use figures for October were up 1.7% over last October, but still down 5.4% for the fiscal year.
- There was discussion on a possible fee increase next year, but no decisions were made.
- The employee appreciation dinner will be at The Irma on December 14, 2023 at 5:00 pm. Menu selections are needed by November 30, 2023.
- The State of Wyoming Auditor's office has announced a training for handling public funds that needs to be completed by all board members of governmental agencies. More information will be available later.
- The current annual boot allowance is \$200.00. Employees are finding it difficult to find a pair within the \$200.00 limit, and many are paying the difference out of their pocket. Don Richards made a motion to increase the annual boot allowance from \$200.00 to \$250.00. Second by Craig Sorenson. AYE: Board Members Lee, Sorenson, Richards, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Other Business

There was discussion by the board regarding moving money into different investment opportunities. The Manager will look into different options to present to the board at a later date.

Executive Session – Personnel

At 10:41 a.m. Bryan Lee made a motion to move into executive session to discuss a personnel matter, per Wyoming Statute 16-4-405. Second by Tim Sapp. AYE: Board Members Lee, Sorenson, Richards, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried. Craig Barsness remained on the phone and Dexter Woodis stayed. Chad Bolken and Lynn Foote withdrew from the meeting, and the executive session commenced.

Dexter Woodis withdrew from the meeting at 10:52 a.m.

No decisions were made.

At 10:55 a.m. the board resumed the regular meeting.

Craig Sorenson made a motion to approve one additional wage step for Lynn Foote effective November 1, 2023. Second by Don Richards. AYE: Board Members Lee, Sorenson, Richards, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Adjourn

At 10:57 a.m. Craig Sorenson made a motion to adjourn the meeting. Second by Bryan Lee. AYE: Board Members Lee, Sorenson, Richards, Mentock, Gonzales, Holm, and Sapp. NAY: none. Motion carried.

Chairman

Attest: _____
Secretary